



Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Sudbury and Weston

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3388

Housing@sudbury.ma.us

October 15, 2013

Dear «Name»,

I am writing on behalf of the Town of Acton. As you may know, the towns of Acton, Bedford, Concord, Lexington, and Weston have joined together with the town of Sudbury to create a Regional Housing Service Office (RHSO). One service provided by the RHSO is to provide pro-active monitoring services, to preserve and protect the Town's affordable housing. This collaboration saves each town tax dollars and assists in managing valuable resources for the affordable housing community.

When you purchased your affordable unit, an affordable housing restriction or rider was placed on the property to ensure that the unit would continue to be affordable. This restriction creates an obligation between you and the Monitoring Agent to comply with the restrictions in your deed.

On behalf of the Town, the RHSO is performing this annual review to ensure compliance with your deed restrictions. As owner of an affordable unit, you are required to fill out and sign the enclosed self-certification of compliance.

Please note that the Monitoring Agent, as identified in your deed rider, provides other functions in support of your home, such as authorizing any refinancing, approving capital improvements to your unit that you wish to be considered toward your resale price, establishing the selling price of your unit, and finding an eligible buyer should you decide to sell your unit. If you wish proposed capital improvements to be considered in your future resale, as may be allowed under your deed rider, please formally include your request to your Monitoring Agent and the Town prior to undertaking such work. We will be able to assist you in contacting your Monitoring Agent and providing instructions for resales, refinancing and other related matters.

The Acton Community Housing Corporation administers a Capital Improvement Program for Preservation of Deed Restricted Affordable Units. This program provides funding assistance to eligible owners of affordable units for capital improvements that meet the criteria. Please contact the office for more information.

Affordable housing is a hallmark of our communities, and each town is committed to preserving the units we have as well as finding new opportunities to increase our stock of affordable housing. Owners of affordable homes are an important asset to our efforts, and we encourage you to publicly voice your support for affordable housing projects - at Town Meeting or other forums.

Please complete and return the second page of this letter ***before October 31, 2013*** in the enclosed stamped envelope.

Please feel free to contact the RHSO office for any questions or assistance at 978-639-3373.

Sincerely,

Karen Margolis
Housing Services Specialist



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2013 Owner Self-Declaration:

«Name», «Unit_Address», «Town»

THIS SECTION REQUIRED

I, _____, do affirm the following:

(Please print your name)

_____ (yes or no) I am the current owner of the property

_____ (yes or no) I am living in this home as my primary dwelling

_____ (yes or no) I am current in my housing payments, including property taxes, condominium fees, mortgage payments.

_____ (yes or no) I have rented out my unit in the past year (Jan 2012 or later)

If I rented my unit, I obtained prior approval from the Town [leave blank if you did not rent] _____ (yes or no)

_____ (yes or no) I have refinanced my unit (Jan 2012 or later)

If I refinanced, I obtained prior approval [leave blank if you did not refinance] _____ (yes or no)

_____ (yes or no) I have made capital improvements to my unit (Jan 2012 or later)

If I made capital improvements, I obtained prior approval [leave blank if no improvements made] _____ (yes or no)

_____ Signature _____ Date

THIS SECTION OPTIONAL

The following optional data is helpful and useful for preserving and increasing affordable housing. We appreciate your participation.

There are _____ people living in my housing unit.

There are _____ school-aged children (aged 6 to 18) living in my housing unit.

There are _____ seniors (aged 55+) living in my housing unit.

My Condominium/Homeowner's Association fee is currently \$_____

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I would like to be contacted for a confidential discussion.

Contact Information: Phone number _____ email address: _____